

Staff Report

To: Mayor and Town Council

From: Tammi Ledley, Town Manager

CC: Public Works Superintendent, Public Works Assistant Superintendent, Police Chief, Police Lieutenant, and Town Hall Staff

Date: March 9, 2020

Re: March Staff Report

- 1. Downtown Revitalization Project:** SHA did not hold a partnering meeting in February. However, Town staff continue to meet with SHA's Project Manager and C.J. Miller's Superintendent weekly to discuss the Main Street project schedule and updates.

The new meter boxes for the lamp posts were installed on March 3rd. BGE has connected the power to two of the boxes. The power drop to the box on Gill Avenue needs to be engineered by BGE before they can connect the box. Unfortunately, the lampposts that are unlit will not be lit immediately as we originally thought.

C.J. Miller has finished demolishing old sidewalks on the northbound lane. The temperatures have been so warm that crews have been able to pour some of the regular sidewalk. A separate crew will pour the pervious sidewalks later in the Spring. Once this section is complete, they plan to switch to the southbound lane and travel South removing old sidewalk.

- 2. Planning and Zoning:** During last month's Planning and Zoning Commission meeting, Florida Rock Properties' concept plan for the Hampstead Overlook development was approved. Renovations for the Mill on Gill Avenue were also approved. These renovations include the removal of the exterior metal panels and framework which will reveal the original brick and concrete of the building. The request also included the removal of the front porch, the front parapet wall, and the back-porch roof.

The recommendations from the February 19th special work session were incorporated into updated goals for the 2020 Comprehensive Plan and were given to the Commission to review. These goals will be discussed during this month's meeting, along with how to solicit community input.

- 3. Residential Projects:** The Hampstead Overlook concept plan is being reviewed by the Carroll County Storm Water Department. Florida Rock and the Town met with the County Department of Review about the entrance of the development and the connection to Houcksville Road. The County is requiring additional traffic study information. Once it is determined how this connection should be designed, Florida Rock will begin working on their preliminary plan.

Ten houses at Northside Estates have been sold. There are two move-in ready homes built and J.A. Myers has applied for permits to build two more. These latter two lots must have stabilized grass to provide adequate sediment control before the work on the storm water facility can begin. The remaining three vacant lots will be marketed after this facility has been built which is estimated to occur in the fall.

- 4. Commercial Projects:** There are continual meetings and discussions with Carroll County Economic Development about the North Carroll Business Park and a local business expansion. The Town Manager had a meeting with representatives from a real estate services company to

discuss commercial investment opportunities in Hampstead. The Town continues to receive inquiries about properties that are for sale within and adjacent to Town limits.

A Real Estate developer is exploring the purchase of the Old Town Grill property for the intended use of a Dollar General. We have not received any formal site plan for review yet. The development of this site will need to adhere to the Main Street Revitalization regulations listed in our Town Code.

Dunkin Donuts in the South section of Main Street has applied for a natural gas hookup with BGE. SHA is requiring them to bore under our new road so there will not be any work conducted in the travel lanes. They will have to remove asphalt in the northbound lane shoulder to make the connection to the gas line.

5. **Public Works:** Mid-Atlantic has finished the raw water line project including seeding and paving on Upper Forde Lane. This month, much of the staff's time was engaged with creating the new mowing bids and marking the areas for potential bidders.
6. **Finance Department:** Preparation of the 2021 budget has begun. Another internal meeting is scheduled for this week.
7. **Business Expo:** The 4th Annual Hampstead-Manchester Business & Community Expo will be held at Manchester Valley High School this Saturday, March 14th from 9am to 2pm. The Town will be staffing a table and State Highway will also have a table.
8. **Carroll County Downtowns:** The Town Manager attended the Carroll County Downtowns meeting. The main topic of discussion was the MML Main Street booths at the annual conference, which Hampstead will have a table again this year. The group evaluated the Passport Program that begins on Small Business Saturday in November. Participants are required to make eight purchases at eight different businesses in eight days before they can enter their passport into the drawing for a gift card. It was determined that eight days is not enough time for this endeavor so it will be expanded to two weeks next year.
9. **Census 2020:** Census Day is observed nationwide on April 1, 2020. By this date, every home will receive an invitation to participate in the 2020 Census. Once the invitation arrives, you should respond for your home in one of three ways: online, by phone, or by mail.

In May 2020, the Census Bureau begins visiting homes that have not responded to the 2020 Census to make sure everyone is counted. If someone visits your home to collect information for the 2020 Census, you may ask to see their badge, which has their photograph, a U.S. Department of Commerce watermark, and expiration date. Census workers will never ask for your social security number, bank or credit card numbers, money, donations, or your political party.

The Census Bureau must deliver apportionment counts to the President and Congress by December 31st, 2020 as required by law. The Census Bureau will begin sending redistricting counts to states by March 31st.